

Commercial Project Application Checklist

A. Submittal Documents

All Projects: ☐ Site Address ☐ Estimated Cost ☐ Project Square Footage
☐ Occupancy(ies) ☐ Occupant Load ☐ Construction Type

Use the checklists below for additional documents that may be required. Note, since every project is different, these lists may not be complete. One project may also require documents from multiple lists. Plans submitted shall be drawn to scale on minimum 8.5x11 sheet. Definitions of documents are listed on the back.

Building Footprint/

of Stories:

- ☐ Site Plan
- ☐ Building Height
- ☐ Exterior Elevations

Accessibility:

- ☐ Entry/Egress
- ☐ Primary space access
- ☐ Restrooms

Foundations:

- ☐ Footings
- ☐ Walls
- ☐ Exterior Building Envelope

Ceilings/Roof:

- ☐ Ceiling Plans
- ☐ Framing joist size, span & spacing
- ☐ Decking & Finish materials
- ☐ Ventilation
- ☐ Lights, Emergency lighting, sprinkler heads

Floors/Walls/ Stairs:

- ☐ Floor Layout
- ☐ Egress/Exiting
- ☐ Wall Construction
- ☐ Stair Details

City Approvals: If your project is in one of these cities, please be sure to check with them prior to beginning your project. *The city of Jeffersontown administers its own building permits and inspections.

Anchorage	Fairmeade	Lyndon	Richlawn	West Buechel
Audubon Park	Fincastle	Lynnview	Riverwood	Winding Falls
Barbourmeade	Forest Hills	Middletown	Rolling Fields	Windy Hills
Beechwood Village	Glenview Manor	Mockingbird Valley	St. Matthews	Woodlawn Park
Brownsboro Village	Graymoor/Devondale	Moorland	St. Regis Park	
Broadfield	Green Springs	Norbourne Estates	Seneca Gardens	
Cambridge	Hollyvilla	Northfield	Shively	
Cherrywood Village	Hurstbourne	Old Brownsboro Place	Springlee	
Coldstream	Indian Hills	Parkway Village	Strathmoor Manor	
Douglas Hills	Cherokee	Plymouth Village	Strathmoor Village	
Druid Hills	Jeffersontown*	Prospect	Ten Broeck	

B. Related Permit Information

Other Permits Required- Building permits are issued for the structure only. Any other work such as Fire Suppression, Fire Detection, Sign, HVAC, Plumbing, Parking Lot, Range Hoods and Health Department for restaurants.

Property Owner Permits- To obtain a property owner building permit you must be the owner of record of the property. If the applicant is not reflected as the owner, additional proof of ownership may be required.

Sealed/Stamped Plans- Plans that include a retaining wall (4) foot tall or higher or plans for structures that are log cabins or pole barn construction that do exceed the prescriptive requirements of the Code are required to have the seal of and Architect or Engineer registered in the state of Kentucky. Special conditions may exist that also require additional construction documents prepared by a registered design professional.

Reverse Plans- A set of building plans may be submitted that are clearly marked with a statement that the drawings will be “built on the site reversed” The site plan shall show the actual placement & orientation of the structure.

Required Inspections- For each permit, at least 2 inspections are required. It is the responsibility of the permit holder to request inspections when work is ready at “Rough-in/Framing” & “Final” stages.

Certificate of Occupancy/Acceptance- Is issued only upon passing a “Final” inspection and payment of all fees.

C. Definitions

Egress/Exiting- Emergency egress corridors and exit paths shall be clearly identified on floor plans, with fire ratings as appropriate.

Engineered Design or Shop Drawings- If design is an alternate to those required by code then Design or shop drawings shall be prepared by a professional appropriate to proposed item or project.

Energy Code- Documentation of UA alternatives calculations, or declaration of performance path and associated compliance report.

Exterior Building “Envelope”- KY prescriptive method package or ComCheck to determine compliance with energy efficiency.

Exterior Elevations- Drawings showing all sides of structure indicating building height from finished grade, exterior finishes, and egress components – doors, windows, posts, columns.

Framing Notes- Framing joist size, span and spacing. Decking & finish materials.

Floor Plans- Each affected floor, new work including interior and exterior walls, door and window locations, dimensions, room labels, smoke and CO detector locations.

Foundation Drawings- Footing Size, depth and location and size of reinforcing steel (including all grade beams and piers). Foundation wall thickness, location and size of reinforcing steel

Occupancy/Occupant Load- Details how the space will be used and by how many people. Office, retail, Multifamily, Mixed use may require separation with fire rated assemblies.

Site Plan- Will show size & location of new construction and existing structures and distances from lot lines.

Stairs- Details tread and riser dimensions, handrail and guardrail details, headroom clearances.

Wall Details- Interior & Exterior walls, notations including framing stud size and spacing, insulation & finishes. Wall sections thru exterior walls at unique conditions.

D. Other Agency Approvals

These approvals must be obtained prior to the issuance of a building permit.

Public Works- If project requires a new curb cut or parking

MSD Water Management Division – Property location in the Flood Zone, as well as any new structure regardless of location in or out of the Flood Zone

Health Department-Property that uses a septic tank system must obtain prior approval

Planning & Design – When Waivers or Variances from the Land Development Code, when located in a historic preservation/overlay district, or land scape review. Also, manufactured housing.

Fire District- New structures and uses will require written approval from the appropriate fire district.